



***2013 CECO Grant Application Instructions***

## ***Table of Contents***

CECO BACKGROUND AND MISSION .....	3
GRANT ELIGIBILITY CRITERIA / EXPECTATIONS .....	4
GRANT EVALUATION CRITERIA .....	5
<i>TYPES OF GRANTS</i> .....	5
<i>ITEMIZED ESTIMATE/QUOTE</i> .....	5
<i>LATE AND/OR INCOMPLETE APPLICATIONS</i> .....	6
GRANT APPLICATION REQUIREMENTS / CHECKLIST .....	6
<i>NOTIFICATION OF RECEIPT OF APPLICATION</i> .....	6
<i>REQUEST FOR ADDITIONAL INFORMATION</i> .....	6
DISBURSEMENT OF FUNDS .....	7
<i>RECEIPTS DUE TO CECO</i> .....	7
<i>REFUNDS DUE TO CECO</i> .....	7

## **CECO BACKGROUND AND MISSION**

The San Diego County Employees' Charitable Organization (CECO) is an employee-managed organization that distributes 100 percent of the money that is donated by County of San Diego and Superior Court employees and retirees to local non-profit agencies and eligible employees in need.

CECO is managed by employees who volunteer their time and effort to keep the CECO tradition of giving back to San Diegans in need alive and well. Since 1956, CECO has distributed millions of dollars to non-profit agencies, allowing them to expand and improve their existing services, which in turn benefits the communities of San Diego County.

In March 2012, CECO distributed \$269,614.00 to 106 programs, with awards ranging from \$300.00 to \$10,000.00. The grants awarded by CECO are on behalf of the County of San Diego and Superior Court employees and retirees and is our way of showing San Diego County residents that our employees go above and beyond to make San Diego a better place for all.

To learn more about our organization, please visit our website at [www.sdcounty.ca.gov](http://www.sdcounty.ca.gov).

## GRANT ELIGIBILITY AND CRITERIA

To be eligible to receive a grant from CECO, an applicant must meet / adhere to all of the following eligibility criteria:

1. Be a non-profit organization or a bona fide educational institution. Proof of non-profit status is required by submission of Form 501 (c)(3) or California Franchise Tax Board Form or Form 509(a)(1) as required by the United States Internal Revenue Service.
2. Grant funds shall be used for purposes of enhancing local community enrichment programs, health, recreation, and human care needs of residents of San Diego County. All grants awarded pursuant to this program must serve lawful public purposes.
3. Grant funds shall not be used for any purposes prohibited by laws governing the use of public funds, including but not limited to, religious, political campaigning, or purely private purposes or activities.
4. Grant recipients shall only purchase item(s) specified in the Grant Award Letter and the purchase must be made between March 1, 2013 and September 30, 2013. **Receipts for purchased item(s) must be submitted to CECO no later than September 30, 2013.**

**Note:** Organizations that submit receipts after September 30, 2013, will be ineligible to receive CECO funding for the next 3 calendar years. Organizations that purchase item(s) not authorized or specified in the Grant Award Letter will be ineligible to receive CECO funding for the next 3 calendar years. Organizations who fail to submit receipts altogether will be ineligible to receive CECO funding for the next 5 years. Additionally, organizations who fail to submit left over funds will be ineligible to receive CECO funding for the next 3 calendar years.

### 5. If an Agency received a CECO grant in 2012:

- Include with the application proof of acknowledgement of CECO support (e.g. newsletter, brochure, press release, website print out). All acknowledgements shall include the use of the full name: *San Diego County Employees' Charitable Organization*.
- Receipts for 2012 grants must have been submitted no later than September 30, 2012.
  - Organizations that submitted receipts after September 30, 2012, are ineligible to receive CECO grant funding for 3 calendar years (2013 – 2015).
  - Organizations who failed to submit receipts for 2012 or previous CECO Grant years are ineligible to receive a CECO Grant for 5 calendar years, subsequent to the year in which the grant was received.
- If applicable, a refund to CECO by September 30, 2012 of the grant funds which were not expended for the item(s) specified in the Grant Award Letter. Organizations that fail to

refund CECO for unexpended grant funds are ineligible to receive a CECO grant for 3 calendar years, subsequent to the year in which the grant was received.

## **GRANT EVALUATION CRITERIA**

The Allocations Committee will evaluate each application according to the following criteria:

1. **PROGRAM:** Does the application clearly identify and describe all elements of the specific program that CECO funds will support.
2. **NEED:** Does the application clearly define a local need for the program and provide information supporting the need.
3. **IMPACT:** Does the application clearly explain the impact of this program on the targeted audience.
4. **BENEFIT:** Does the application clearly explain the specific, long-term benefits of this program to San Diego County residents.

## **TYPES OF GRANTS**

CECO funding is available for equipment, furnishings, and other durable goods to support the organization and its programs. Examples include: refrigerators, stoves, carpet, desks, dressers, computers, musical instruments, medical and dental equipment, and recreational equipment. CECO may consider funding requests that involve purchase of consumables, such as healthy food, medications, art supplies, and books.

CECO **WILL NOT** fund staff positions, camperships, gift cards, vouchers, bus passes or similar public transportation expenses, training expenses, rent and/or underwriting.

CECO attempts to target many diverse groups in need of services and to provide grants to organizations throughout San Diego County. Organizations should not rely on CECO as a yearly funding source. Previous funding does not guarantee future funding. Therefore, to maximize the number of people served throughout the region, **submission is limited to 2 applications per agency.**

## **ITEMIZED ESTIMATE/QUOTE**

The application must include an itemized list of what will be purchased with the funds, including a complete description of each item. Additionally, a formal quote or estimate must be provided with the application. Quotes obtained from the internet (e.g. Office Depot, Costco, etc.) are acceptable. To ensure the maximum number of people is served throughout the region, CECO asks that you limit your application request to less than \$10,000 for any one grant request.

### ***LATE AND/OR INCOMPLETE APPLICATIONS***

CECO **will not** consider incomplete or late applications for grant funding. CECO will notify applicants of receipt of their applications within 5 business days of receipt. If you do not receive an email from CECO within 5 business days of emailing an application, contact the Allocation Chair, Eileen Espinoza, to verify that the application was received at [Eileen.espinoza@sdcdca.org](mailto:Eileen.espinoza@sdcdca.org)

### **GRANT APPLICATION REQUIREMENTS / CHECKLIST**

Applicants must submit a completed application packet no later than December 3, 2013, or the application will be rejected. Also, in our effort to go green, CECO will no longer accept paper applications. **The application packet must be submitted electronically as an attachment to an email to [sdceco@sdcounty.ca.gov](mailto:sdceco@sdcounty.ca.gov).**

Please ensure that the application packet being submitted includes the following items:

1. 2013 CECO Grant Application (no cover letter)
2. Itemized Estimate/Quote for requested item(s)
3. Program Operating Budget for Current Year (2012)
4. One or all of the following; as it applies, Form 501 (c)(3), California State Franchise Tax Board Form, Form 509 (a)(1).
5. Copy of acknowledgement of CECO support (e.g. newsletter, brochure, press release, etc.) if your organization received a grant in 2012.

Submit entire application packet as an attachment to an email to [sdceco@sdcounty.ca.gov](mailto:sdceco@sdcounty.ca.gov). It is recommended that the application is completed electronically (not hand written), printed and signed, scanned, and then emailed along with the rest of the application packet documents. It is recommended that the application packet documents are in Adobe Acrobat (PDF) format. Also, the CECO email box does not accept emails greater than 10mb. Therefore, it may be necessary to divide the application packet between two or more emails. If you have questions about electronic submission, please email [sdceco@sdcounty.ca.gov](mailto:sdceco@sdcounty.ca.gov).

### ***NOTIFICATION OF RECEIPT OF APPLICATION***

CECO will notify applicants that their application has been received within 5 business days of receipt. If you do not receive an email from CECO within 5 business days of emailing an application, contact the Allocation Chair, Eileen Espinoza, to verify that the application was received at [Eileen.espinoza@sdcdca.org](mailto:Eileen.espinoza@sdcdca.org)

### ***REQUEST FOR ADDITIONAL INFORMATION***

In addition, during the review process, if CECO has any questions regarding your application, a CECO representative may call or email the contact person listed on your application. **If a response is not received within 2 business days, CECO reserves the right to reject the application.**

### ***DISBURSEMENT OF FUNDS***

CECO distributes funds at the annual Awards Ceremony Breakfast which will tentatively be held in March 2013. CECO will notify grant recipients of the event details and requests that all grant recipients attend the event.

### ***RECEIPTS DUE TO CECO***

Grant recipients must provide receipt(s) for approved item(s) by September 30, 2013. Receipts must be dated between March 1, 2013 and September 30, 2013. Receipts must be postmarked no later than September 30, 2013, and sent to:

CECO Executive Committee  
Attn: Eileen Espinoza, Allocations Chairperson  
1600 Pacific Highway, Room 209  
San Diego, CA 92101-2429  
Tel: (619) 531-4471  
Email: [eileen.espinoza@sdcca.org](mailto:eileen.espinoza@sdcca.org)

### ***REFUNDS DUE TO CECO***

Grant recipients shall refund CECO any portion of the grant which is not used for the item(s) specified in the Grant Award Letter by September 30, 2013.